

Chapter 1

Getting Started

**MICHIGAN
ADULT EDUCATION
REPORTING SYSTEM
[MAERS]**

Revised November 2012

Chapter 1 – Getting Started

Welcome to MAERS 2.1!

In this chapter you will learn the following:

[Section 1.0](#) – Manual conventions



[Section 1.1](#) – Access to the MAERS database

[Section 1.2](#) – The logical sequence of data entry

[Section 1.3](#) – Various search functions and hyperlink short cuts

Section 1.0 – MAERS Manual Conventions

To follow along with this manual, text changes, colors, and symbols within the sections are used to provide an alert to certain areas of instruction. Please use the below key as you go through the manual.

	All fields in MAERS with a red arrow are required data entry fields and must be completed before a record can be saved
1 	Red Numbered Arrows are used to point out instructional areas on an image
Bold	References to MAERS Screen names, Tab names or Data Fields are in bold font
<i>Bold Italics</i>	References to MAERS Buttons are in bold italic font
<i>Italics</i>	Special notes or tips for data entry or processes are in italic font
“Quotes”	Quotes are used on demonstration records
Yellow Highlights	Yellow Highlights are shown on an image to draw attention to instructional areas
<u>Underline Blue</u>	Blue hyperlinks are used to quickly navigate to other websites or chapters/sections within this manual.
<u>Underline Blue</u>	Blue hyperlinks in Arial-expanded font represent any link references in MAERS

Section 1.1 – Access to MAERS

Requesting a MAERS User ID:

If you do not have a MAERS User Access ID, please go to the State of Michigan’s Adult Education Website at www.michigan.gov/adulteducation to access the updated User Profile Form. Fill out the form and follow the fax or mail instructions. Upon receipt and approval of the form, you will then receive an email with your MAERS User Access ID and a temporary password.

Requesting a MAERS User ID/Password Reset:

If you have forgotten your password or User ID to MAERS, please contact the MAERS Help Desk at (313) 456 – 3200 or at maers@michworks.org.

Accessing MAERS:

If you already have your MAERS User Access ID and password, type the following address into your URL Browser: <http://services.michworks.org>.

Please save this address to your favorites and/or on your desktop as a shortcut.

A sign in box will appear. Type in your **MAERS User** name and **Password** then click **OK**. (Image 1.1a)

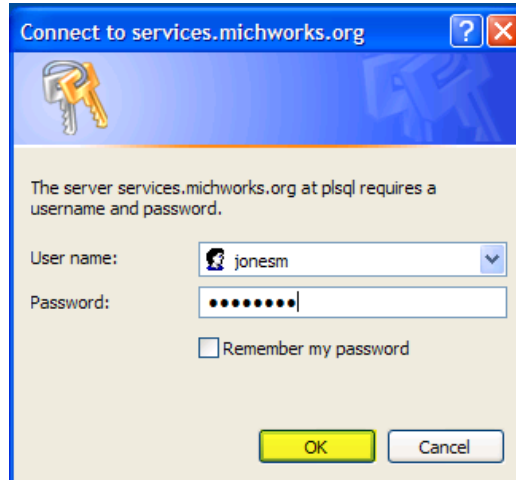
A Windows-style dialog box titled "Connect to services.michworks.org". It features a blue header bar with a question mark icon and a close button. Below the header is a yellow background area with a key icon and the text: "The server services.michworks.org at plsql requires a username and password." There are two input fields: "User name:" with a dropdown menu showing "jonesm" and a "Password:" field with masked characters. Below the password field is a checkbox labeled "Remember my password". At the bottom are "OK" and "Cancel" buttons.

Image 1.1a

The very first time signing in, or at the beginning of a new program year, the system will navigate directly to the **Participant Search Criteria** screen. (Image 1.1b)

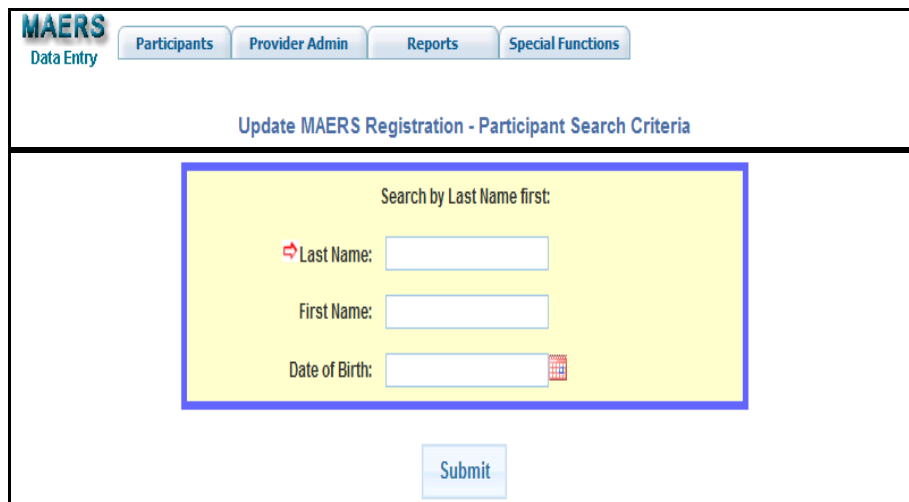
A web application interface for "MAERS Data Entry". It has a top navigation bar with tabs: "Participants", "Provider Admin", "Reports", and "Special Functions". Below the tabs is a title "Update MAERS Registration - Participant Search Criteria". The main content area contains a yellow box with the heading "Search by Last Name first:". Inside this box are three input fields: "Last Name:" (with a red arrow icon), "First Name:", and "Date of Birth:" (with a calendar icon). Below the yellow box is a "Submit" button.

Image 1.1b

If data already has been entered into the system, the initial page that appears after logging in is a **System Notice** page which provide links to important items that may need monitoring, i.e. [Missing Attendance Report](#) or [Upcoming System Exit Report](#). Click on one of the links to update the needed information or bypass these **System Notices** by clicking the tab needed at the top of the screen. To return to the **System Notice** screen

at a later time, the [Missing Attendance Report](#) and [Upcoming System Exit Report](#) links can be found in the **Special Functions** tab. (Image 1.1c)

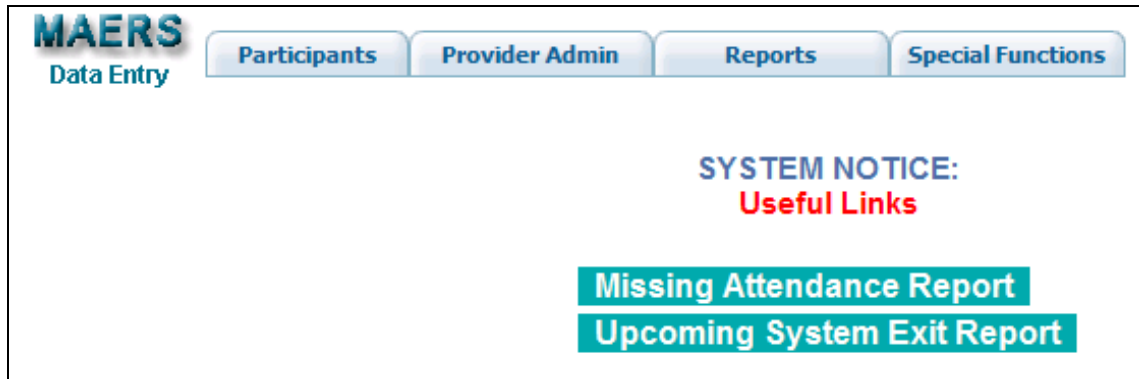
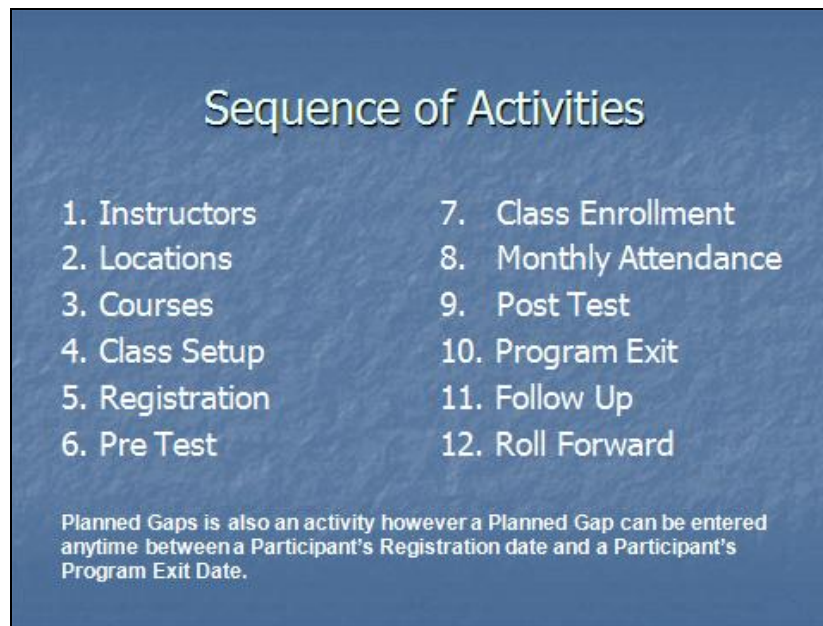


Image 1.1c

Section 1.2 – Sequence of Activities

There is a specific sequence of data entry that is required which allows critical information to work in other modules of MAERS.



- Instructors, Locations, and Courses must be entered first in order to be able to create the Class Setups. The Instructor, Location, and Course records created allow the Class Setup functions to work. Refer to [Chapter 2](#); Class Functions. Once Instructors, Locations, Courses and Classes are created, use the Class Copy functions to copy these records into the next Program Year. Refer to [Chapter 4](#); Class Copy Functions.

- After the Classes are setup, Registrations and Pre-Test Assessments need to be entered. Refer to [Chapter 3](#), Participant Functions; Section 3.1 and Section 3.2 for Registrations and Assessment instructions.
 - Class Enrollments can only be done after the Pre-Test Assessment is entered. The Pre-Test indicates the lowest Educational Functioning Level of the Participant which provides information of which classes the Participant should be enrolled. Refer to [Chapter 3](#), Participant Functions; Section 3.3 for Class Enrollments.
 - Attendance is done on a monthly basis. Refer to [Chapter 3](#), Participant Functions; Section 3.4 for Monthly Attendance.
 - Planned Gaps are entered as a holding place any time after the Registration Date and before the Program Exit Date. Refer to [Chapter 3](#), Participant Functions; Section 3.6 for Planned Gaps.
 - The Post-Test is entered which determines the Participant's Educational Gain. Refer to [Chapter 3](#), Participant Functions; Section 3.7 for Post-Test Assessments.
 - The Program Exit data is entered after the Participant has exited their classes and is now exiting the program. Refer to [Chapter 3](#), Participant Functions; Section 3.8 for Program Exits.
 - Follow Up on performance measured cohorts can only be done once a Participant has exited the program. Refer to [Chapter 3](#), Participant Functions; Section 3.9 for the Follow Up requirements.
 - Class Copy functions is a tool used to set up class functions for the next program year. Refer to [Chapter 4](#), Class Copy Functions.
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Section 1.3 – Search Tools and Navigation Links

Throughout MAERS 2.1, there are numerous links and tools provided to assist in quickly navigating to other screens and to narrow a search for specific data.

Navigation Links –

Enter/Update Class Enrollments by Group

Class Name	Class No	Instructor	Term	Location	Begin	Cut Off	End	Capacity	Open	PY
GED	300	MILLER, MARY	Semester - Winter	AURA LEARNING CENTER Room No: 1A	01/24/2011	06/01/2011	06/30/2011	15	3	2010-2011

Admit After Start?	Instructional Area	Instructional Setting	Schedule	Provider
Yes	GED	Classroom / Distance Education	Monday: 06:00 PM to 09:00 PM Wednesday: 06:00 PM to 09:00 PM	AURA LEARNING

Class Attendance by Group

#	Participant Name	Birth Date	Local Stud. #	Reg. Date	Classes Taken	Sched. Hrs	Enrollment Date	Class Exit Date	Delete?
1	FULLER, FREDERICK	09/19/1981	ALC-R00032	02/03/2011	2	260	02/03/2011		<input type="checkbox"/> Delete?
2	GERKIN, GREG	03/14/1956	ALC-R00007	10/12/2010	2	248	01/24/2011		<input type="checkbox"/> Delete?
3	HANKS, HAROLD	02/02/1982	ALC-R00034	01/20/2011	1	140	01/27/2011		<input type="checkbox"/> Delete?

Image 1.3a

The above screen shot is just one example of the various hyperlinks provided to assist in moving through the MAERS system. Blue text in the body of any screen is a hyperlink. Holding the mouse pointer over the blue text will display the hyperlink line. Clicking on the hyperlink will then navigate to the corresponding screen. (Image 1.3a)

In this screen example:

1. **Class Name** — the "[GED](#)" link will navigate the User to the **Update Class Information** screen for this Class
2. **Instructor** — the "[Mary Miller](#)" link will navigate the User to Mary's Instructor record in the **Update Instructor Information** screen
3. **Location** — the "[Aura Learning Center](#)" link will navigate the User to Aura's Location record in the **Update Location** screen
4. **Participant Name** – Based on what screen is displayed, the [Participant Name](#) link can navigate to different screens:
 - Using the [Participant Name](#) link in **Class Enrollments by Group** will navigate the User to the **Enter/Update Participant Class Enrollments** screen
 - Using the [Participant Name](#) link in **Class Attendance by Group** will navigate the User to the **Enter/Update Single Participant Attendance** screen
 - Using the [Participant Name](#) link in the Header will navigate the User to the **Update MAERS Registration** screen for this Participant
5. **Attendance by Group** — the "[Class Attendance by Group](#)" link will navigate the User to the **Enter/Update Class Attendance by Group** screen

Navigation Tools –

The screenshot displays a web application interface with a top navigation bar containing tabs: Personal, Demographic, Entry Status, Instr. Areas, Credits/Tests, Goals, Funding, and Other. Below this is a table titled "Select ALL funding sources as applicable." with columns: Prog. Year, Fiscal Agent, Provider, and Selected?. The table lists five entries for the year 2012, with the first three having checked boxes in the 'Selected?' column. Below the table is a text input field for "If 'Other' funding, please specify:". To the right of the table is a small table with columns "Registered By" and "Registration Provider", showing "PROVIDER ADMIN" and "AURA LEARNING (Code: T0002)". At the bottom are buttons: « Prev Tab, Update, Reset Form, Enter/Update Assessment, Cancel, and Next Tab ». Red arrows indicate navigation: arrow 1 points to the 'Goals' tab, arrow 2 points to the 'Next Tab' button, and arrow 3 points to the « Prev Tab button.

Prog. Year	Fiscal Agent	Provider	Selected?
2012	Aura SD	Federal - EL Civics	<input type="checkbox"/>
2012	Aura SD	Federal - General Instruction	<input checked="" type="checkbox"/>
2012	Aura SD	State School Aid - Section 107	<input checked="" type="checkbox"/>
2012	BEAL CITY SD	Other	<input type="checkbox"/>
2012	BEAL CITY SD	State School Aid - Section 107	<input type="checkbox"/>

If "Other" funding, please specify:

Registered By	Registration Provider
PROVIDER ADMIN	AURA LEARNING (Code: T0002)

Buttons: « Prev Tab, Update, Reset Form, Enter/Update Assessment, Cancel, Next Tab »

Image 1.3b

In this screen example: (Image 1.3b)

1. **Mouseover** – Simply place the mouse or cursor over any one of the tabs and the tab will display
2. **Next Tab** – Navigates to the tab to the right of the current tab
3. **Prev Tab** – Navigates to the tab to the left of the current tab

Search Result Tools –

The screenshot displays a search results page with a table of customer data. At the top are buttons: Copy to clipboard, Export to Excel, Export to PDF, and Print. Below these is a "Show 10 entries" dropdown and a "Search:" input field. The table has columns: Row#, Name, Birth date, Customer ID, Address, Phone, and In MAERS?. It lists 10 entries for customers named SMITH, DEAN. At the bottom are pagination controls: "Showing 21 to 30 of 72 entries" and buttons: First, Previous, 1, 2, 3, 4, 5, Next, Last. Red arrows indicate search and navigation: arrow 1 points to the 'Print' button, arrow 2 points to the 'Show 10 entries' dropdown, arrow 3 points to the 'Search' input field, arrow 4 points to the 'Search' input field, and arrow 5 points to the 'First' button in the pagination controls.

Row#	Name	Birth date	Customer ID	Address	Phone	In MAERS?
21	SMITH, DEAN M.	05/21/1968	SMIDE0521	3879 N. 60th Avenue Hart, MI 49420	(231) 873-0289	No
22	SMITH, DEAN	09/04/1972	SMIDE0904	12766 S 1st St Schoolcraft, MI 49087	(269) 679-3066	No
23	SMITH, DEAN W.	09/09/1972	SMIDE0909	108 Burt Street Tecumseh, MI 49286	(517) 442-4545	No
24	SMITH, DEAN E.	03/22/1973	SMIDE0322	36776 Pinewood Wayne, MI 48184	(734) 612-4358	No
25	SMITH, DEAN E.	01/30/1979	SMIDE0130	1715 Porter White Lake, MI 48383	(248) 767-5175	No
26	SMITH, DEAN A.	05/18/1988	SMIDE0518	517 N Hamilton St Saginaw, MI 48602	(989) 327-9709	No
27	SMITH, DEAN JR. R.	06/29/1972	SMIDE0629	17382 Sugar Maple Brownstown, MI 48173	(313) 434-5035	No
28	SMITH, DEANA J.	10/08/1967	SMIDE1008	13595 Orleans Detroit, MI 48203	(313) 921-2849	No
29	SMITH, DEANA L.	04/07/1976	SMIDE0407	2065 Click Rd. Potoskey, MI 49770	(231) 838-7577	No
30	SMITH, DEANA N.	09/17/1990	SMIDE0917	15948 Springs Village Blvd Taylor, MI 48180	(702) 750-4222	No

Showing 21 to 30 of 72 entries

Buttons: First, Previous, 1, 2, 3, 4, 5, Next, Last

Image 1.3c

The above screen is just one example of the various search tools provided to assist in locating specific data. Dropdowns, ascending/descending arrows, search boxes, and page numbers are used throughout the system to allow the user to filter the search results. Export options are also available on certain screens. (Image 1.3c)

In this screen example:

1. **Export Options** –
 - **Copy to Clipboard** – Exports the Search Results data to the Clipboard so it can be pasted into software like Word
 - **Export to Excel** – Exports the Search Results to a file that can be imported into Excel
 - **Export to PDF** – Exports the Search Results to a .PDF file
 - **Print** – Formats the Search Results and launches the browser's print function
2. **Show Entries** – Displays a view of 10, 25, 50, or 100 rows on a page
3. **Column Arrows** – Allows the User to sort each column in alphabetical or numeric ascending/descending order
4. **Search Box** – The information entered in the Search box will look across all of the columns and match exactly on the text entered in the Search box
5. **Page Navigation Buttons:**
 - **First** – Navigates to the first page of the **Search Results** screen
 - **Previous** – Navigates to the previous page of the **Search Results** screen
 - **Page Numbers** – Navigates to the specific page of the **Search Results** screen
 - **Next** – Navigates to the next page of the **Search Results** screen
 - **Last** – Navigates to the last page of the **Search Results** screen

Participant Navigation Tools –

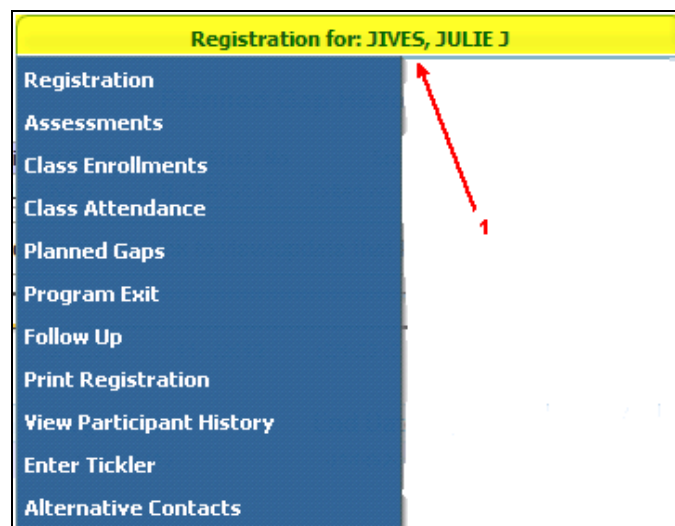


Image 1.3d

Registration	Assessments	Class Enrollments	Class Attendance	Planned Gaps	Program Exit	Follow Up
Print Registration	View Participant History	Alternative Contacts	Enter Tickler	← 2		

Image 1.3e

1. Participant Navigational Bar – A drop down list located at the top of the Participant data screens (Image 1.3d)
2. Footer Navigational Buttons – Buttons located at the bottom of Participant data screens (Image 1.3e)

Both the Navigational Bar and Footer Button tools have the same functions and can be used to easily navigate between MAERS modules for an individual Participant. Once a search has been done on a Participant, the Participant Navigational Bar at the top of the screen or the Footer buttons at the bottom of the screen will allow you to stay within a Participant's record.